



State of Louisiana


Louisiana Department of Health

Office for Citizens with Developmental Disabilities

MEMORANDUM

OCDD-P-20-006

TO: OCDD Providers of Day Services including Day Habilitation
Prevocational and Supported Employment Services

FROM: Julie Foster Hagan
OCDD Assistant Secretary 

DATE: March 20, 2020

SUBJECT: Mandated Limit on OCDD Providers of Day Services including Day
Habilitation, Prevocational Services and/or Supported Employment
Services

Per the Proclamation of Governor John Bel Edward 2020—30 (updated on March 16, 2020) gatherings should be limited to no more than 50 individuals, consistent with the Centers for Disease Control and Prevention (CDC)’s recommendations.

Proclamation JBE 2020—30 <https://gov.louisiana.gov/assets/ExecutiveOrders/JBE-EO-30.pdf>

All open Office for Citizens with Developmental Disabilities (OCDD) providers providing Day Services must follow this prohibition on gatherings of more than 50 individuals. In complying with this prohibition, both program staff and program participants must be counted.

Day Service Program Providers are also directed as follows:

- Program participants who have adequate support available in their home must be directed to remain at home. OCDD will waive the Waiver attendance requirement.
- “Social distancing” should be practiced within the center. This should include efforts to keep participants at least 6 feet distant from each other, use of multiple rooms in the center to reduce density, and staggering attendance at the center to reduce the number of employees and participants gathered at one time.

All Day Service Program Providers that remain open should continue to screen staff and participants prior to entry for fever and respiratory symptoms. No one exhibiting any signs or symptoms of a respiratory illness or infection will be permitted to enter the center. If participants are being transported in a provider owned vehicle to the agency, the participant should be screened before being allowed entry into the van or bus.

For providers who continue to operate Group Supported Employment Mobile Crews, such as lawn crews, the following should be considered:

- Screen participants prior to getting on the van/bus for transporting to the jobs,
- Operate in smaller groups to be able to practice social distancing while on the van/bus,
- Instead of gathering at the facility, consider alternate methods such as transporting directly from the participants' homes to the job sight and back to their homes.

For participants that your agency supports who have individual jobs in the community, the following should be considered:

- Work with the individual to negotiate alternate work schedules, or working from home if appropriate.
- Help the individual to understand proper precautions such as social distancing, hand washing, and the use of hand sanitizer.
- If the individual is laid off, please help them file for unemployment by contacting the Louisiana Workforce Commission office at 866-783-5567 or online at www.louisianaworks.net/hire.

All Day Service Program Provider Agencies that remain open must continue to follow Louisiana Department of Health (LDH) Healthcare Facility Notice #2020 COVID19-ALL-002 issued 3/13/20, and restrict access to visitors and volunteers. For the most up to date information from LDH, please refer to the webpage <http://ldh.la.gov/Coronavirus/>.

OCDD will continue to keep you informed as the situation evolves. As changes occur within your agency, or if you have further questions, please contact your Local Governing Entity.

cc: LGE Offices

OCDD Support Coordination Agencies

Statistical Resources Inc. (SRI)

LDH Medicaid Program Support and Waivers (MPSW)

LDH Health Standards Section (HSS)